

RECORD REQUEST

CITY OF BROKEN ARROW, OKLAHOMA

CHARGES: A cumulative charge for record search and copying is authorized by state law and has been established by the City. These charges are set at a level to compensate the City for actual costs incurred in honoring your request.

SINGLE RECORD (Accident/Incident/Background Check)

\$3.00

MULTIPLE RECORDS/AUDIO/CD/VIDEO

\$10.00 MINIMUM*

NOTE: All fees are due at the time the request is made and are **NON-REFUNDABLE**. *Searches for commercial purposes or those that are disruptive of City operations are subject to additional fees.

PERSON REQUESTING RECORD:

NAME: _____
Please Print

ADDRESS: _____
Street, City, State and Zip Code

PHONE: () _____ **DATE:** _____

RELATIONSHIP TO PARTY IN RECORD: (*Please Check One*)

☐ **SELF** ☐ **SPOUSE** ☐ **PARENT** ☐ **OTHER:** _____
Please Describe

Please provide a specific description of the record(s) you want copied. Generic requests cannot be accepted.

Record Title/Date/Case Number

Check box if requesting CERTIFIED COPY

- | | |
|----------|--------------------------|
| 1. _____ | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> |

WARNING: I swear under penalties of perjury, that any accident report or related investigation is not being requested, examined, reproduced or otherwise to be used for commercial solicitation purposes.

☐ **PHOTO ID VERIFIED**

By Records Dept.

X _____
Signature

TO BE COMPLETED BY RECORD CUSTODIANS ONLY (*Do not write in shaded areas*)

ADDITIONAL FEES:

SEARCH TIME:

CERTIFIED COPY: _____ @ \$1.00/page	_____ Hrs _____ Min	CLERICAL @ \$10.00/hr.
ADD'L COPY CHARGE: _____ @ \$0.25/standard page	_____ Hrs _____ Min	ADMIN. @ \$20.00/hr.
ADD'L AUDIO/CD/VCR: _____ @ \$10.00/copy	_____ Hrs _____ Min	COMPUTER @ \$100.00/hr.
SPECIAL SIZED PAPER: _____ @ \$2.00/page	_____ Hrs _____ Min	OTHER: _____

Time Request Received:

Time Records Assembled:

Date: _____ Time: _____

Date: _____ Time: _____

TOTAL CHARGES:

Received By: _____

Received By: _____

PREPAID: _____

Time Available/Denied:

Time Record/Notice Released:

DUE: _____

Date: _____ Time: _____

Date: _____ Time: _____

BALANCE: _____

Received By: _____

Received By: _____

Revised 04/27/04